

Mahmoud Samir Ahmed Mahmoud

Riyadh, KSA.

Cell phone: 0567211906

e-mail: mahmoudsamir86@yahoo.com

Objective:

Seeking a Chief Accountant position in a progressive forward-thinking organization, where I can utilize my professional and educational background, boost my knowledge, skills, and attitude.

Professional Experience:

Oct 2017 – till present

Chief Accountant

Gulf Life Science for Chemical Co. - ecore KSA

This company is active in both FMCG and industrial chemicals distribution segment in GCC, by importing and distributing food ingredients and specialized chemicals to manufacturers in KSA and GCC, reporting to the group CFO, I took the responsibility for accounting department in KSA.

Job duties:

- Oversee general accounting operations by controlling and verifying the financial transactions.
- Collaborating with junior accountants in the bookkeeping process on MS Dynamics, visualize data on graphics using Power BI and other tools.
- Reconciling accounts, bank, GL, and preparing month-end close procedures.
- Ensure that accounting transactions, information, and reports are accurate and timely reflection of the company's business activities.
- Monitoring inventory cost, banks, other non-current assets GL, and monthly verifying TB.
- Keeping an up-to-date cash flow projection.
- Preparing and analyzing monthly financial reports, identifying budget variances, interpreting the root causes, and providing insights to stakeholders to drive-informed decision-making.
- Work with professionals on facilitating the external audit process and taxation issues.
- Coordinating annual budget preparation with different departments.
- Prepare quarterly flexible budgets to ensure operations are within the standards.
- Providing guidance to the operation unit to help them decide on the purchasing plan.
- Making sure that the company's operations comply with regulatory bodies.

Sep 2015 – Sep 2017

Senior Accountant

Atmosphere Furniture Co. (Al Hammad Group), Riyadh

This company is active in importing high-class furniture, retail, wholesale, and bidding on massive projects within Saudi Arabia. I was responsible for the accounting activities of the company.

Job duties:

- Responsible for checking expense claims and reports, reviewing suppliers' invoices versus Pos, and reconciling AP.
- Prepare payroll sheet and payment, maintain fixed assets records.
- Reconcile bank and TB accounts quarterly.
- Book entries on ERP.
- Manage a periodic physical count of inventory and assets.
- Participate in the monthly closing process and financial reporting process.

Apr 2014- Sep 2015

General Accountant / LC Clerk

Al-Majal Al-Arabi Group Co.- Construction Division, Riyadh

This company plays a key role in hospitals construction in Saudi Arabia, it has built many of Ministry of Health's hospitals all over KSA. I worked within the main Finance department in Riyadh.

Job duties:

- Bookkeeping and journal entry on Oracle R12 - bookkeeping.
- Responsible for LC applications, verifying docs, and comply with related conditions.
- Checking compliance of AP documents in accordance with LC terms.
- Keeping records of facility' liabilities and beneficiary information that are related to LC.

Dec 2009 – Oct 2013**English Language Programs Specialist**

AMIDEAST – Cairo

This American NPO organization provides educational services in most of the middle east countries, I was responsible for administering EL classes supervising a team of three assistants.

Job duties:

- Dealing with and manipulating AMIDEAST's database application SRA.
- Handling complaints and inquiries from programs' participants.
- Fulfilling the program's needs by handling EL programs-related logistics.
- Proctoring SAT tests in various test centers.
- Facilitating English Language program classes on premises.
- Conducting training evaluations, and graphically presenting the results.
- Extract insights from students' evaluations and share them with teachers and EL teachers' mentors.

Training & Development:

Sep 2021 **Data Analysis** Foundation course certified by Google – offered by Coursera
Dec 2018 **CMA** preparation course by New Way Training Center, Riyadh.

Certification:

IELTS - Score 6.5 – July 2022.

Data Analysis Foundation - Oct 2021. By Google thru Coursera.

Languages:

Arabic: mother tongue

English: very good speaking and writing

Computer Skills:

Very good user of MS Office, ORACLE, MS Dynamics, Power BI, and good SQL user.

Education:

B.Sc. of Commerce, Accounting, Cairo University 2009.

Personal data:

Nationality:	Egyptian
Date of Birth:	21 st March, 1986
Marital Status:	Married
Driving License:	Valid